

Bradley Public Library
Board of Trustees
Regular Meeting – January 19, 2022
Drassler Meeting Room

President Bayer called the meeting to order at 6:00 p.m.

Trustees Present: Karen Bayer, Madonna Benoit, Lucson Edme, Connie Hendrickson, Terri Jones, Jonathan Shinabarger

Also Present: Jodie DePatis, Director, Marie Cowden, Recording Secretary

APPROVAL OF MINUTES:

Trustee Hendrickson made a motion to accept the minutes of the November 17, 2021 Regular Library Board meeting. Trustee Edme seconded the motion. Motion carried by unanimous vote.

TRUSTEE RESIGNATION: Trustee Diamond has resigned his position on the library board due to moving out of the district.

APPOINTMENTS:

Vice-President: Trustee Edme accepted

Legal Committee: Trustee Shinabarger accepted

Motion carried by unanimous vote.

PUBLIC COMMENT: None

FINANCIAL REPORT AND APPROVAL OF VENDOR PAYMENTS:

Trustee Bayer made a motion to accept the Treasurer's Report as submitted and to accept Vendor Payments in the amount of \$41,962.06 for the month of November 2021 and in the amount of \$80,411.70 for December. Trustee Edme seconded the motion. Motion carried by roll call of 6 ayes, 0 nays.

DIRECTOR'S REPORT:

(Statistical Reports Attached)

Director DePatis stated the following:

- **PROGRAMS:** We participated in the Bradley Lighted Christmas Parade on Dec. 3. The Santa visit on Dec. 4 had 95 participants, Strings Concert on Dec. 10 had 67 attendees, and the Gingerbread House Decorating on Dec. 11 had 34 participants. There are 3 upcoming Illinois Library Presents Zoom author visits: Jan. 26- Silvia Moreno-Garcia; Feb. 16- Jasmine Guillory; and March 30 – Jenny Lawson. Northern Illinois Food Bank has confirmed the 2022 Summer Family Markets with dates to be determined. We have given out 4 additional Narcan kits for a total of 13 since we began the program with the County Health Department.
- **BUILDING:** We purchased 4 lounge chairs with tablet arms from Antioch Public Library for our teen area. Carpets and tile cleaning was completed the weekend of Jan. 15-17.

Furnace repairs are complete. An outside building light on the alley side has been replaced.

- **EQUIPMENT**: The new Canon copier from Proven IT was installed on Dec. 8th. New computers for staff and the public have been delivered and we are working on installation.
- **GRANTS**: Quarterly reports for the Project Next Generation and EDI/Tech to Go grant were completed and several pieces of equipment for the Tech to Go grant. Reimbursement requests for 2020-21 erate approved for \$14,438.88.
- **CONTINUING EDUCATION**: DePatis attended the HR Roundtable on Dec. 16. Staff meeting was held on Dec. 3rd. Marie Cowden, Barbara Dubravec, Olivia Koerner, and Allison Orvis attended a combined total of 23 programs for 26 hours of education.
- **PERSONNEL**: Joe Schripsema has been hired as a Circulation Assistant. Performance reviews for all Clerks and Assistants have been completed.
- **LEGAL**: The 2020-21 audit notice and 2022 meeting dates notice have been published in the Daily Journal. The 2020-21 Annual Receipts and Disbursements report has been filed with the Kankakee County Clerk. The Illinois State Library Annual Certification has been completed.
- **COMMITTEE REPORTS**: None

UNFINISHED BUSINESS:

- **Coronavirus Re-Opening Plan Update**: Staff and patrons still required to wear masks in the library. Director DePatis purchased 3 weeks' worth of N95 masks for staff for protection against Omicron variant. Children's programming for children ages 0 to 5 will remain on Zoom until February due to the high transmission of the virus.
Mortgage Refinance: Director DePatis presented two proposals from area banks: People's Bank of Kankakee County and First Financial Bank. Trustee Shinabarger made a motion for Trustee Bayer and/or Trustee Hendrickson to negotiate with People's Bank of Kankakee County to refinance the balance of the existing mortgage as long as the cost savings were at least \$20,000 over the course of the loan. Trustee Benoit seconded motion. Motion carried by roll call of 6 ayes, 0 nays.

NEW BUSINESS:

- **Trustee Vacancy**: Open seat on the board available due to Trustee Diamond's resignation.
- **Secretary's Review of Closed Meeting Minutes**: Topic discussed and recommendation made to keep closed meeting minutes closed. Trustee Benoit made a motion to approve and Trustee Jones seconded. Motion carried by unanimous vote.
- **Statement of Economic Interests**: Director DePatis informed all board members that they will soon receive an email informing them to complete a statement of economic interests.

- **Bylaw revision – Article 3: Officers, Sec. 3: Duties of the Vice President**: In addition to Presidential duties in the absence of the President, the Vice-President will assume the roll of the Secretary and/or Treasurer in their absence. Trustee Bayer made a motion to approve and Trustee Hendrickson seconded. Motion carried by unanimous vote.

COMMUNICATIONS/CORRESPONDENCE: Thank you card from staff member Kathy Lake and another from all library staff for the Christmas bonuses were read.

ADJOURNMENT:

At 6:48 p.m. Trustee Hendrickson made a motion to adjourn.

The next regularly scheduled board meeting will be Wednesday, February 16, 2022 at 6:00 p.m.

Respectfully Submitted,

Madonna Benoit
Secretary

Marie Cowden
Recording Secretary